

# Yakutat Tlingit Tribe

606 Forest Hwy. 10 \* P.O. Box 418 \* Yakutat, Alaska 99689  
Phone (907) 784-3238 \* Fax (907) 784-3595 \* www.ytttribe.org



## JOB ANNOUNCEMENT

POSITION TITLE: Administrative Assistant  
DEPARTMENT: Administration  
SUPERVISOR: Executive Assistant  
POSITION DETAILS: Full time, Exempt  
WAGE: DOE  
FRINGE BENEFITS: 401K, Medical/Dental/Vision, Leave Package (Personal, Sick, Subsistence)  
OPEN DATE: 9/10/2021 CLOSE DATE: 9/24/2021

### POSITION SUMMARY

The Yakutat Tlingit Tribe Administration Department is seeking a highly motivated individual who will work under the direction of the Executive Assistant and in coordination with Admin, Finance, and other Department Directors. This position will perform a variety of basic and high-level administrative functions to support the daily operations of the Yakutat Tlingit Tribe.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answer incoming telephone calls; forward call to appropriate personnel.
- Assist staff with general office duties.
- Check mail daily, forward to appropriate staff.
- Track YTT vehicle use logs, maintain vehicle cleanliness.
- Maintain Conference room calendar.
- Attend Trainings as required.
- Assist in Executive Assistant position duties should they not be in the office.
- Other duties as assigned.

### MINIMUM QUALIFICATIONS

- High School diploma or G.E.D.
- Valid AK Driver's license.

### NECESSARY SKILLS AND KNOWLEDGE

- Strong written and oral communication skills.
- Ability to handle multiple tasks, work under short timeframes and attention to details.
- Ability to handle confidential information with tact and discretion.
- Advanced level of computer skills and a minimum of 1 year using Microsoft Word, Excel, Outlook, Publisher, Access, and other database programs.
- Ability to work independently with brief verbal instructions, as well as prioritize workload.
- Must be able to work flexible hours to meet client and deadline needs.
- Demonstrated ability to be a reliable worker.
- Ability to organize, excellent record keeping, and experience in filing systems.

To Apply: Applications can be picked up at the YTT Government Center. Please submit full applications at YTT Government Center or email to: [HR@ytttribe.org](mailto:HR@ytttribe.org)

NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V, SUBSECTION 273 AND 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN/ALASKA NATIVE APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.

POSTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**MISSION** To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people; to maximize our social, health & well-being while creating economic development benefits to all tribal members.

